PHILIP MORRIS U.S.A. 120 PARK AVE., NEW YORK, N.Y. 10017

TO: Karen Eisen

DATE: November 15, 1991

FROM: Joann Young

SUBJECT: CONTRACT REFERENCE NUMBERS

In reference to the contract between Philip Morris and your vendor, the attached Purchase Order has been set up for control purposes. Please reference the Purchase Order/Contract number (located on the upper right hand corner of the Purchase Order) on **every** voucher/invoice sent to PM USA's Accounts Payable department for payment. **This will speed processing and payment.**

If you have any questions please call me at extension 4142. Thank you.

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Source: https://www.industrydocuments.ucsf.edu/docs/hslj0004